

Assurance Council



MINUTES

1/25/11

10:30

COMITIUM

MEETING CALLED BY	Bruce Chrisman			
TYPE OF MEETING	Fermilab Assurance Council			
FACILITATOR	Bob Grant			
NOTE TAKER	M. Tolian			
ATTENDEES	B. Chrisman C. Conger L. Hill R. Ortgiesen J. Heyes	B. Grant D. Carlson K. Van Vreede V. White	A. Filak G. Leonard N. Grossman S. Henderson	B. Boroski G. Beck T. Miller E. Vokoun

Agenda topics

- Poll for New Management Issues
- Summary of Visiting Committee Conversations
- Check on CAS Implementation Schedule
- Discussion of Plan to Modify the Policy Manual

DISCUSSION

No new issues, but B. Chrisman wanted AC to be aware of a couple of items.

A letter has been sent to D/S heads about establishing a sustainability committee.

Additional H clause for tech transfer; conference management. B. Chrisman feels that the reduction in DOE orders may result in an increase in H clauses.

Visiting Committee results

Partnership agreement stressed between FRA & FSO.

Did not like Contractor Assurance document. Lab document had not been approved. Had it been approved, they would likely not have spent so much time on that one document. Committee seemed more focused on this than on the Lines of Inquiry. Lab needs to complete the document and have it approved ASAP.

Committee wants to see a graphic + a 5-6 page description – we are working on that now.

Significant interest in reforming the Contract with the new FSO manager.

Committee suggested a trip to the Kansas City Plant to do benchmarking that examines their relationship between management and the site office.

CAS Implementation Schedule

Concern voiced about the effort that will have to be put forth to have manuals written in the allowed time.

E. Vokoun to add dates to schedule document, and also to add to the printed document some text stating that the schedule dates apply to the Priority 1 Management Systems.

Policy Manual

Sharepoint to be the document control program for the Lab.

AC had not had time to review the Process to Modify the Fermilab Policy Manual.

AC members should review document and send proposed changes to B. Grant. Will be Agenda Item 1 for the next AC meeting.

ITEMS FOR FOLLOW-UP
SPECIAL NOTES OR HANDOUTS
<p>All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:</p> <p>http://www.fnal.gov/directorate/AC/index.html <i>NOTE</i> – New web address for meeting minutes, effective 10/7/10.</p>